

Submitted: 6/5/2012
Jurisdiction: Baltimore City
Agency: Archives
Division:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 349
MSA ID: SE55-2469
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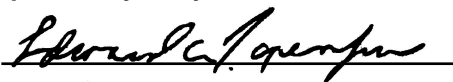
Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Finance: Cashier Stubs	57	5	1998, 2006, 2007	38 cu ft.	06/04/2012	shred
2	Finance: Cashier Machine Listing	105	5	2006	3 cu ft.	06/04/2012	shred
3	Finance: Miscellaneous Revenue Envelopes	58	5	2007	5 cu ft.	06/04/2012	shred
4	Fire Department: Ambo Reports	324	8	2004	5 cu ft.	06/04/2012	shred
5	Sanitation Enforcement: Citations	1980	35	2006	6 cu ft.	06/04/2012	shred
6	Audits: Work Papers	116	24	2000	1 cu ft.	06/04/2012	shred
7	Finance: Administrative Correspondence	143	551	1994-2003	21 cu ft.	06/04/2012	shred
8	Finance: Payroll Vouchers	41	5	2001-2002	7 cu ft.	06/04/2012	shred
9	Health: Day Care Provider Files	1649	18	1993-1994	7 cu ft.	06/04/2012	shred
10	Human Resources: Applications Not Accepted	1036	4	2005	2 cu ft.	06/04/2012	shred
11	Health: School Health	1796	18	1995	2 cu ft.	06/04/2012	shred
12	Health: Geriatric Vouchers	1905	18	1995	1 cu ft.	06/04/2012	shred

Destruction Approved by Maryland State Archives

5/29/2012

Date



State Archivist

Destruction Certification

Gerald Roberts

Signature

Records Administrator

Title

6/5/2012

Date